

## **Schedule of Activities for the Teacher Educator**

### **Prior to the Orientation meeting you will:**

- \_\_\_\_\_ Contact the principal to schedule the Orientation Meeting.
- \_\_\_\_\_ Review the TPA Handbook.
- \_\_\_\_\_ Go on-line and check to be sure your password is current.

### **During the Orientation meeting you will:**

- \_\_\_\_\_ Participate in a review of KTIP TPA materials, processes, and procedures.
- \_\_\_\_\_ Discuss norms and expectations
- \_\_\_\_\_ Participate in the identification of the student who will be the focus of Task D, Collaboration.
- \_\_\_\_\_ Discuss the intern's self-assessment portion of Task E, Professional Growth.
- \_\_\_\_\_ Provide input for the work plan of Task E.
- \_\_\_\_\_ Participate in the identification of the project to be the focus of Task F, Leadership.
- \_\_\_\_\_ Work with the intern and other committee members to establish the task completion timeline for Tasks D, E, and F and the Instructional Unit (Tasks G, H, I, and J).
- \_\_\_\_\_ Work with the committee members to set the date for Cycle 1.
- \_\_\_\_\_ Sign off for the Orientation meeting in the IMS.

### **Prior to the Cycle 1 meeting you will:**

- \_\_\_\_\_ Work with the principal and intern to establish the date for the Cycle 1 observation and committee meeting.
- \_\_\_\_\_ Prior to the scheduled observation, review the intern's Task A-1, Teaching and Learning Context, to ensure that it provides a complete description of the context.
- \_\_\_\_\_ Review the intern's task A-2, Lesson Plan, providing feedback to the intern. Pay particular attention to the lesson objective(s) and the assessment(s) to ensure clarity and alignment.
- \_\_\_\_\_ Conduct the Cycle 1 observation collecting and analyzing observational data.
- \_\_\_\_\_ Review the intern's Task C, Lesson Analysis and Reflection, completed for the lessons observed by the principal and resource teacher.
- \_\_\_\_\_ Based on the Task Completion Timeline established at the Orientation meeting:
  - a. Review the intern's progress in developing the Collaboration Work Plan. Pay particular attention to the plan's objective(s) for student learning, the assessments developed to measure the plan's impact on student learning, and the plan's involvement of parents and colleagues. Provide appropriate feedback to the intern and approve the plan when any needed modifications have been made.

- b. Review the intern's work on Task E to become familiar with the identified strengths and priority areas for growth and possible types of professional development needed.
- \_\_\_\_\_ Review the intern's progress in developing the Leadership Project Work Plan. Pay particular attention to the plan's objective(s), the assessments to determine the project's impact, and the sequence of activities designed to achieve the plan's objective(s). Provide appropriate feedback to the intern and approve the plan when any needed modifications have been made.
- \_\_\_\_\_ Conduct conference to review data analysis and promote reflection.
- \_\_\_\_\_ Provide resources, assistance, support and/or guidance as needed
- \_\_\_\_\_ Recommend use of materials and/or strategies, professional development opportunities and/or master teachers to observe.

### **During the Cycle 1 meeting you will:**

- \_\_\_\_\_ Discuss the analytical and holistic scores and supporting evidence with other committee members focusing on the strengths and priority areas for growth identified by the committee during Cycle 1.
- \_\_\_\_\_ Work with the intern and committee members to reconcile the strengths and areas for growth identified by the intern in Task E to agree on the two or three Priority Areas for Growth that will be the basis for Task E Professional Growth Plans for Cycle 2.
- \_\_\_\_\_ Discuss with the intern the progress made in developing/implementing the Task D Collaboration Work Plan and the Task F Leadership Project Work Plan.
- \_\_\_\_\_ Clarify the expectations for Cycle 2 observations and reflections (Task A, B, and C) and Professional Responsibility Tasks (Tasks D, E, and F).
- \_\_\_\_\_ Work with the committee to establish a date for Cycle 2.
- \_\_\_\_\_ Sign off for the Cycle 1 committee meeting in the IMS.

### **Prior to the Cycle 2 meeting you will:**

- \_\_\_\_\_ Work with the principal and intern to establish the date for the Cycle 2 observation and committee meeting.
- \_\_\_\_\_ Review the intern's Task A-1, Teaching and Learning Context, to ensure that it provides a complete description of the context.
- \_\_\_\_\_ Review the intern's Task A-2, Lesson Plan, providing feedback to the intern. In the review, pay particular attention to the lesson objective(s) and the assessment(s) to ensure clarity and alignment.
- \_\_\_\_\_ Conduct the Cycle 1 observation collecting and analyzing observational data.
- \_\_\_\_\_ Review the intern's Task C; Lesson Analysis and Reflection, completed for the lessons observed by the principal and resource teacher.
- \_\_\_\_\_ Based on the task completion timeline established at the Orientation meeting:
  - a. Review the intern's progress in implementing the approved Collaboration Work Plan. Provide appropriate feedback to the intern.

- b. Review the intern's progress in developing the Professional Growth Work Plans designed to address the identified priority areas for growth. Pay particular attention to each plan's objective, the activities to address the objective, and how progress in addressing the priority area will be assessed. Provide appropriate feedback to the intern, identifying sources for needed assistance and resources. Approve each plan when any needed modifications have been made.
- \_\_\_\_\_ Review the intern's progress in implementing the approved Leadership Project Work Plan. Provide appropriate feedback to the intern. Conduct conference to review data analysis and promote reflection.
- \_\_\_\_\_ Provide resources, assistance, support and/or guidance as needed.
- \_\_\_\_\_ Recommend use of materials and/or strategies, professional development opportunities and/or master teachers to observe.

**During the Cycle 2 Meeting you will:**

- \_\_\_\_\_ Discuss the analytical and holistic scores and supporting evidence with other committee members focusing on the strengths and priority areas for growth identified by the committee during Cycle 2.
- \_\_\_\_\_ Discuss the progress made in implementing the approved work plans for Task D (Collaboration), Task E (Professional Growth), and Task F (Leadership). Identify assistance and resources available to support the intern's efforts.
- \_\_\_\_\_ Review progress in developing the Instructional Unit for Cycle 3. Confirm the time frame for the unit's implementation.
- \_\_\_\_\_ Clarify the expectations for Cycle 3 observation(s) and reflection(s), the Professional Responsibilities Tasks, and the Instructional Unit (Tasks G, H, I, and J).
- \_\_\_\_\_ Work with the intern and committee to decide whether the intern will video one lesson from the unit to be observed or have each committee member observe a lesson from the unit.
- \_\_\_\_\_ Work with the committee to set a date for the Cycle 3 meeting.
- \_\_\_\_\_ Sign off for the Cycle 2 committee meeting in IMS.

**Prior to the Cycle 3 Meeting you will:**

- \_\_\_\_\_ Work with the principal and intern to either schedule a date for your observation of a lesson from the intern's unit or make arrangements to receive a copy of the videotaped lesson from the unit.
- \_\_\_\_\_ Review Cycle 3 Task A-1 (Context) and A-2 (Lesson Plan) for the unit lesson to be observed (on video or face-to-face).
- \_\_\_\_\_ Conduct the Cycle 3 observation (video or face-to-face) collecting and analyzing observational data.
- \_\_\_\_\_ Provide feedback on Tasks D, E, and F as the intern works to complete them.
- \_\_\_\_\_ Review Task G, H, and I and provide feedback to the intern. Approve these tasks for implementation once any modifications have been made.

- \_\_\_\_\_ Review drafts of Task J-1 and J-2 and provide feedback if requested.
- \_\_\_\_\_ Review and evaluate the lesson plan(s), Lesson Analysis and Reflection(s) and completed Task D-J
- \_\_\_\_\_ Conduct conference to review data analysis and promote reflection.
- \_\_\_\_\_ Provide resources, assistance, support and/or guidance as needed
- \_\_\_\_\_ Recommend use of materials and/or strategies, professional development opportunities and/or master teachers to observe.
- \_\_\_\_\_ Work with the principal to schedule a date for the Cycle 3 committee meeting once you have received the materials to be evaluated.

**During the Cycle 3 Meeting you will:**

- \_\_\_\_\_ Participate in a discussion of the completed Professional Responsibilities Tasks (Tasks D, E, and F).
- \_\_\_\_\_ Participate in a discussion of the design, implementation, and analysis of the instructional unit (Tasks A, B, C, G, H, I, and J).
- \_\_\_\_\_ Discuss the Cycle 3 analytic and holistic scores for the Kentucky Teacher Standards with the intern emphasizing strengths and future areas for growth.
- \_\_\_\_\_ Sign off for the Cycle 3 committee meeting in the IMS.